

**BY ORDER OF THE COMMANDER  
AIR FORCE WEATHER AGENCY**



**HEADQUARTERS OPERATING  
INSTRUCTION**

**6 JULY 1999**

**Command Policy**

**RELATIONS WITH CONGRESS AND THE  
GENERAL ACCOUNTING OFFICE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: CCE (Capt Zena Tucker)  
Supersedes AWS HOI 90-1, 1 Jul 95

Certified by: CV (Col Thomas D. Accola)  
Pages: 2  
Distribution: F

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This Headquarters Operating Instruction (HOI) establishes responsibilities and procedures for furnishing information to Congress and the General Accounting Office (GAO). It applies to all HQ AFWA personnel.

**SUMMARY OF REVISIONS**

Updates references.

**1. General.** HQ AFWA personnel must know they may be contacted at any time by a Congressional office or the GAO. Congress requests information in the form of an inquiry, while GAO requests information using surveys, reviews, and audits. Any information may be sensitive in nature. Therefore, handle all information obtained in the initial contact with these agencies as FOR OFFICIAL USE ONLY (FOUO). References: Air Force Instruction (AFI) 90-401, *Air Force Relations with Congress*; AFI 65-401, *Relations with the General Accounting Office*; and AFI 90-301, *Inspector General Complaint*.

**2. Responsibilities.** HQ AFWA/XPR is responsible for the Legislative Liaison functions specified in AFI 90-401 and AFI 65-401. HQ AFWA/IG is responsible for the Legislative Liaison functions specified in AFI 90-301.

2.1. **HQ AFWA/IG** is action office and office of record for all Congressional requests for information as a result of a constituent's Congressional complaint.

2.2. **AFWA/CV** is action office and office of record for all other Congressional inquiries.

2.3. **HQ AFWA/XPR** is action office and office of record for all requests for information received from GAO sources.

**3. Procedures.**

3.1. **Written Requests.** Immediately refer written requests for information described in paragraph **2.1.** to HQ AFWA/IG. Refer written requests for information described in paragraph **2.2.** to AFWA/CV. Refer written requests for information described in paragraph **2.3.** to HQ AFWA/XPR.

3.2. **Verbal Contact.** If verbally contacted for information, ascertain the nature of the request and obtain the requester's name, agency, telephone number, purpose, and specific details of the request. Inform the requestor you will ensure the request is placed into the proper channels for a full and accurate response. Immediately contact AFWA/CV, HQ AFWA/IG, or HQ AFWA/XPR, as appropriate.

4. **Access and Handling.** Limit access to information described in this HOI to persons who need it to perform their official duties. Handle information described in this HOI as FOUO.

CHARLES W. FRENCH, Colonel, USAF  
Commander